

CONFIDENTIAL

Suggestion No. 1029

*Defer*

A. Summary of the Suggestion:

The following suggestion was submitted 22 June 1954:

"When headquarters ships simple administrative forms to the field the following method of packaging is used: The outside cover is a double cover of heavy paper tape, next is a cover of impregnated water-proof cheese cloth, then a heavy cardboard box, following this is a cover on two sides of the forms, of cardboard as heavy as the outside box, to make the wrapping complete, there is lastly a paper wrapping of heavy manila paper sealed with tape. There is also a cheesecloth-tinfoil covered bag which covers the cardboard folder holding the forms in the cardboard box.

"This seems to be a flagrant waste of money. A cardboard folder wrapped in heavy manila paper would suffice adequately to get the forms to any overseas station with no damage by air pouch. If the forms are shipped by sea pouch, one covering of waterproofing in addition would suffice.

"It would be a great savings of U.S. dollars and time if this method of packaging was looked into with the idea in mind of changing it. If regulations dictate that forms be handled as described in para. 1, then it is time that the regulations are changed."

B. Evaluation of Concerned Office:

The Chief, Administrative Staff, Office of Logistics, advised the Incentive Awards Staff of the following:

"This method of shipment was independently placed in effect by Packaging and Packing Memorandum #1, dated 1 September 1954."

C. Recommendation of the Executive Secretary:

~~Complete submission of suggestion~~

**Disapproval in View of Logistics Evaluation.**

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Packaging & Packing Memorandum #1

1 September 1954

MEMORANDUM TO: All Storage Installation Chiefs

SUBJECT : Preparation of Material for Packing

1. Effective immediately all shipments for packing will be packed with a minimum of packing material. This will be only sufficient to comply with postal and security regulations as these shipments have preferred handling and are not subjected to normal shipping hazards or exposed to the elements.
2. No Markings of any kind will be placed on the shipping containers.
3. The shipping container will be over wrapped with Kraft paper and sealed with tape. On the Kraft paper will be stencilled or otherwise marked the voucher and/or requisition number, item number and the address to where the package is to be delivered for packing. There will also be stencilled or marked on the Kraft paper "This wrapping to be removed before packing".
4. It is suggested that a rubber stamp be prepared for the remark about removing the wrapping.

Chief, Supply Division